



**Solicitation Information
June 3, 2015**

RFP# 7549632

TITLE: Cost Allocation and Analysis Services

Submission Deadline: July 1, 2015 at 1:30 PM (Eastern Time)

PRE-BID/ PROPOSAL: No

MANDATORY:

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

DATE:

LOCATION:

Questions concerning this solicitation must be received by the Division of Purchases at david.francis@purchasing.ri.gov no later than **June 12, 2015 at 10:00 AM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

**David J. Francis
Interdepartmental Project Manager**

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

TABLE OF CONTENTS

Section 1 –Introduction.....	3
Section 2- Background and Purpose.....	5
Section 3- Scope of Work.....	5
General Scope of Work.....	5
Specific Activities / Tasks.....	5
Section 4 -Technical Proposal.....	10
Narrative and Format.....	10
Section 5 -Cost Proposal.....	12
Detailed Budget and Budget Narrative.....	12
Section 6- Evaluation and Selection.....	12
Section 7 -Proposal Submission.....	13
Appendix A: Cost Form.....	16

SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Administration (DOA), is soliciting proposals from qualified firms to provide cost allocation and analysis services (see “Scope of Services”) for its “Billed Services” for Facilities Management, Information Technology, and Human Resources. In addition to the development of the cost allocation of its billed services, the solicitation is requesting proposals for a computerized billing system that will allocate the billed services to each State Department in accordance with the terms of this Request for Proposals and the State’s General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.gov .

The initial contract period will begin approximately September 1, 2015 for a period no less than three (3) years. Contracts may be renewed for up to two additional 12-month periods based on vendor performance and the availability of funds.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 60 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.

7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website www.mbe.ri.gov

SECTION 2: BACKGROUND

COST ALLOCATION AND ANALYSIS SERVICES FOR BILLED SERVICES

The Department of Administration is required to prepare the annual cost allocation plans and analysis of service costs for three (3) existing Billed Services that have been centralized in the Department. The centralized billed services are; Division of Information Services, Facilities Management, and Human Resources. The current billed services are appropriated within the General Fund and are not billed as an Internal Service Fund. This proposal is requesting two (2) new Billed Services which are Internal Service Funds: Telecommunications and Mailroom.

The current allocation methodology utilizes occupied square footage for Facilities Management (FM), number of filled full-time-equivalents (FTEs) and DoIT's billing is divided into the following categories: (1) Mainframe Services, (2) Distributed Services, (3) Managed Services, (4) Labor Services, (5) Wide Area Network Services, (6) Enterprise License Fees, (6) other pass through expenditures or services.

The vendor must possess extensive experience in developing billed services rates in accordance with Cost Principals and Procedures Required by OMB Circulars A-122 and A-87. The vendor should have experience working with the Division of Cost Allocation (DCA) within the Department of Health and Human Services including representing clients in defending the cost allocations developed on behalf of their clients.

SECTION 3: SCOPE OF WORK

General Scope of Work

The **Division of Facilities Management (FM), Human Resources (HR), and the Division of Information Technology (DoIT)** has the immediate need to develop billed service rates for its operational costs for services provided to its many customers. These costs and service structures must be in conformance with federal requirements, and they must respond to the findings of prior year federal reviews of FM's charges to federal programs.

Specific Activities / Tasks

FACILITIES MANAGEMENT

1. Vendor shall assist FM with the preparation of the annual cost allocation plans and analysis of service costs for its operations to provide FM with cost-based service data to establish billed service rates for services provided to its many customers for the State Fiscal Years 2016, 2017 & 2018. The cost of two (2) mutual option renewal years should be included in the vendor's cost proposal.
2. Vendor will provide assistance in the evaluation of proposed re-organizations to develop the billed service rates in accordance with the budget as enacted and applicable federal regulations as needed.

3. Vendor will provide assistance in the resolution of federal reviews of FM recoveries for the period stated above, including actual service costs and over/under recoveries by service, and determining the net amount of any federal over-charges.
4. Vendor must verify assumptions used in developing the current version of the FY 2015 cost allocation plan and then validate the rates already communicated for FM's users. An on-going base of supportive services intended to provide FM with timely advice on issues related to cost allocation, rate setting and general fiscal management. In the context of this contract, the Vendor must be able to respond to questions asked by the DCA once the appropriate information is transmitted to them.
5. An on-going base of supportive services intended to provide FM with timely advice on issues related to cost allocation, rate setting and general fiscal management. In the context of this contract, the Vendor must be able to respond to questions asked by the DCA once the appropriate information is transmitted to them.
6. FM currently utilizes an offline billing system in Microsoft Excel, and the Department of Administration is seeking a billing module for the rates developed for FM. Therefore, the vendor shall include within their proposal, a Facilities Management Billing System that is compatible with the State's billing methodology and can allocate expenditures to multiple funding sources. Bids that exclude a cost proposal for implementing a Facilities Management Billing System will have points deducted from their technical score.

The system shall provide:

- I. A method to allocate service costs amongst multiple accounts based upon the rate structure developed by the vendor.
- II. The billing system shall present benchmarking analysis of the State's billing rates it charges its end users in comparison to the private sector lease rates within each building's zip code.
- III. Subcontracting of the billing system is allowable for the purposes of compliance with the scope of this RFP.
- IV. In the interest of transparency with FM's customers, the system should record expenditures including fees for federal State Audit Fees and non-federal Indirect Cost recovery fees and the subsequent revenue deposited. The cost per license for the end user and licenses to view the billing data shall be included in the bid price. There are three (3) expected end users, and it is estimated that there will be 10-25 licenses required for Department's to view the billing, but pricing for licenses in excess of 25 shall be included in the pricing.
- V. The proposal shall include the time line of implementing said billing system in accordance with the specifications listed above with the understanding that the billing system may not be implemented for the FY 2016 billed rates.

HUMAN RESOURCES

1. Vendor shall assist HR with the preparation of the annual cost allocation plans to provide HR with cost based service data to established billed service rates for services provided to its

customers for the State Fiscal Years 2016, 2017 and 2018. The cost of two (2) mutual option renewal years shall be included in the vendor's cost proposal.

2. Vendor will provide assistance in the evaluation of proposed re-organizations to develop the billed service rates in accordance with the budget as enacted and applicable federal regulations as needed.

3. Vendor will provide assistance in the resolution of federal reviews of HR recoveries for the fiscal years state above, including actual service costs and over/under recoveries by service, and determining the net amount of any federal over-charges.

4. Vendor must verify assumptions used in developing the current version of the FY 2015 cost allocation plan and develop a new rate structure based upon the Human Resources re-organization which will be effective July 1, 2015.

5. An on-going base of supportive services intended to provide HR with timely advice on issues related to cost allocation, rate setting and general fiscal management. In the context of this contract, the Vendor must be able to respond to questions asked by the DCA once the appropriate information is transmitted to them.

6. The Human Resources Division will not require a billing system; however, if the vendor wishes to include one in their proposal they are welcome to, but the State shall not be obligated to contract for requested billing system. The proposal for a HR Billing System should comply with the terms in following:

The system shall provide:

- I. A method to allocate service costs amongst multiple accounts based upon the rate structure developed by the vendor.
- II. Subcontracting of the billing system is allowable for the purposes of compliance with the scope of this RFP.
- III. In the interest of transparency with HR's customers, the system should record expenditures including fees for federal State Audit Fees and non-federal Indirect Cost recovery fees and the subsequent revenue deposited. The cost per license for the end user and licenses to view the billing data shall be included in the bid price. There are three (3) expected end users, and it is estimated that there will be 5-15 licenses required for Department's to view the billing, but pricing for licenses in excess of 25 shall be included in the pricing.
- IV. The proposal shall include the time line of implementing said billing system in accordance with the specifications listed above with the understanding that the billing system may not be implemented for the FY 2016 billed rates.

DIVISION OF INFORMATION TECHNOLOGY (DoIT)-OPERATIONS

1. Vendor shall assist DoIT with the preparation of the annual cost allocation plans and analysis of service costs for its operations to provide DoIT with cost-based service data to establish billed service rates for services provided to its many customers for the State Fiscal Years 2016, 2017 & 2018. The cost of two (2) mutual option renewal years should be included in

the vendor's cost proposal. The cost of two (2) mutual option years should be included in the vendor's cost proposal.

2. Vendor will provide assistance in the evaluation of proposed re-organizations to develop the billed service rates in accordance with the budget as enacted and applicable federal regulations as needed.

3. Vendor will provide assistance in the resolution of federal reviews of DoIT recoveries for the period stated above, including actual service costs and over/under recoveries by service, and determining the net amount of any federal over-charges.

4. Vendor must verify assumptions used in developing the current version of the FY 2015 cost allocation plan for billed services, and validate the rates already communicated for DoIT's users.

5. An on-going base of supportive services intended to provide DoIT with timely advice on issues related to cost allocation, rate setting and general fiscal management. In the context of this contract, the Vendor must be able to respond to questions asked by the DCA once the appropriate information is transmitted to them.

6. DoIT currently utilizes a mainframe billing system. The Department of Administration is seeking a billing module for the rates developed for DoIT. Therefore, the vendor must include within their proposal, an Information Technology Billing System that is compatible with the State's billing methodology and can allocate expenditures to multiple funding sources.

The system shall provide:

- I. A method to allocate service costs amongst multiple accounts based upon the rate structure developed by the vendor.
- II. The billing system shall present benchmarking analysis of the State's billing rates it charges its end users in comparison to the private sector.
- III. Subcontracting of the billing system is allowable for the purposes of compliance with the scope of this RFP.
- IV. In the interest of transparency with DoIT's customers, the system should record expenditures including fees for federal State Audit Fees and non-federal Indirect Cost recovery fees and the subsequent revenue deposited. The cost per license to view the billing data shall be included in the bid price. There are three (3) expected end users, and it is estimated that there will be 25-50 licenses required to view Department bills, but pricing for licenses in excess of 50 shall be included in the pricing.
- V. The proposal shall include the time line of implementing said billing system in accordance with the specifications listed above with the understanding that the billing system may not be implemented for the FY 2016 billed rates.

DIVISION OF INFORMATION TECHNOLOGY-INTERNAL SERVICE FUND TELECOMMUNICATIONS AND MAIL SERVICES

1. Vendor shall assist DoIT with the preparation of the annual cost allocation plans and analysis of service costs for its internal service funds (Mail and Telecommunications) to provide DoIT with cost-based service data to establish billed service rates for services provided to its many customers for the State Fiscal Years 2016, 2017 & 2018. The cost of two (2) mutual option renewal years should be included in the vendor's cost proposal. The cost of two (2) mutual option years should be included in the vendor's cost proposal.
2. Vendor will provide assistance in the resolution of federal reviews of DoIT recoveries for the period stated above, including actual service costs and over/under recoveries by service, and determining the net amount of any federal over-charges.
3. Vendor must verify assumptions used in developing the current version of the FY 2015 cost allocation plan for billed services, and validate the rates already communicated for DoIT's users.
4. An on-going base of supportive services intended to provide DoIT with timely advice on issues related to cost allocation, rate setting and general fiscal management. In the context of this contract, the Vendor must be able to respond to questions asked by the DCA once the appropriate information is transmitted to them.
5. DoIT currently utilizes a mainframe billing system. The Department of Administration is seeking a billing module for the rates developed for DoIT's Internal Service Funds. Therefore, the vendor must include within their proposal, an Information Technology Billing System that is compatible with the State's billing methodology and can allocate expenditures to multiple funding sources.

The system shall provide:

- I. A method to allocate service costs amongst multiple accounts based upon the rate structure developed by the vendor.
- II. The billing system shall present benchmarking analysis of the State's billing rates it charges its end users in comparison to the private sector.
- III. Subcontracting of the billing system is allowable for the purposes of compliance with the scope of this RFP.
- IV. In the interest of transparency with DoIT's customers, the system should record expenditures including fees for federal State Audit Fees and non-federal Indirect Cost recovery fees and the subsequent revenue deposited. The cost per license to view the billing data shall be included in the bid price. There are three (3) expected end users, and it is estimated that there will be 25-50 licenses required to view Department bills, but pricing for licenses in excess of 50 shall be included in the pricing.
- VI. The proposal shall include the time line of implementing said billing system in accordance with the specifications listed above with the understanding that the billing system may not be implemented for the FY 2016 billed rates.

1. The Department of Administration's Central Business Office in cooperation of Facilities Management, Human Resources and the Division of Information Technology will provide the Vendor with all information necessary to develop the rates as requested in this RFP utilizing an electronic file in Microsoft Excel.
2. Beginning on a mutually acceptable date, the Vendor will commence development of the FY 2016 billed rates for Facilities Management, Human Resources and the Division of Information Technology. Subsequent billed service years will commence in November of each calendar year with an expected delivery of "draft" rates due ninety days from acceptance of documentation delivered to the vendor.
3. The vendor will be compensated at a fixed cost basis for each deliverable requested in the RFP.
4. The Vendor must have sufficient liability insurance coverage and/or be bonded.
5. Cancellation Clause: With a sixty (60) day the Department of Administration may cancel the contract for cause. The Vendor must perform for the duration of the contract.

SECTION 4: TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the required elements:

Proposals are limited to 50 single-spaced pages. The proposal budget and budget narrative are not included in the above page count. Neither are appendices or attachments, even if they are required as part of the application. Any font may be used as long as it is no smaller than 12 points.

The proposal narrative consists of how the vendor will complete each deliverable, including time frames, vendor experience, knowledge and ability to complete such deliverables, and a description of how the vendor will work with Department staff.

1. Qualifications

Vendor must have extensive experience in the practice of developing cost allocation, cost determination and charge-back systems for State and government information technology operations including voice and data telecommunications, mail services, facilities

management and human resources. The Vendor must provide a brief, general background description of the organization, including:

- its full company or corporate name, address of the headquarters office and the office to serve the STATE,
- how the business is organized (proprietorship, partnership, corporation, L.L.C.), parent or subsidiary corporations,
- the name, office address, and business telephone numbers of the principal officers of the organization,
- the year in which the Vendor was first organized to do business,
- the percentages and types of other services that Vendor provides; and,
- the organization's experience in providing cost allocation, cost determination and charge-back services as a whole.
- the name of the individual that will be responsible for developing information technology billed service rates and include their resume of customers served.
- list a minimum three (3) references

2. Experience

Vendor must have five (5) years of experience in developing cost allocations of billed services for State and government information technology operations, telecommunications, mail services, facilities management and human resources. This experience must include the negotiation of settlements with Federal cost negotiators in multi-states. The vendor must have experience in programmatic re-organizations and have and make recommendations to ensure revenue maximization is obtained within federal rules and regulations.

The same experience must apply to the individuals assigned to this contract. The Vendor and assigned individuals must have extensive knowledge in the development of cost allocations for billed facilities management, human resources and information technology billed services and charge-back systems for shared hardware and servers; data center rack, power, and floor space; network storage; bandwidth consumption; backup services; telecom charges, blackberries and smart phones; software license costs; disaster recovery; technology project management; and database management.

3. Proposed Work Plan

Vendors are to include, at minimum, the following administrative structures and technical approach for the proposed work plan. The vendor shall:

- A. Provide a technical approach and work plan to be implemented. This includes a description of the vendors approach to successfully performing all aspects of the Scope of Work, with an explanation of how the deliverables will be achieved;
- B. Provide a status reporting procedure for reporting work completed, and resolution of unanticipated problems; and

- C. Provide a timeline for each component of the Scope of Work and the project overall. Include a Table of Organization (including any subcontractors).
- D. Identifying the billing system requested in the RFP including the source code language utilized in developing the system
- E. Identify space requirements required on site as needed at One Capitol Hill, Providence RI for Facilities and Human Resource billed services, and 50 Service Avenue for Information Technology Operations and Internal Service Fund billed services.

4. References

Vendor shall submit three (3) references from other states where similar work has been performed.

SECTION 5: COST PROPOSAL

Detailed Budget and Budget Narrative:

Proposals must disclose and include any and all fees, costs or expenses to be charged for the services using appendix A: Cost Form. Failure to provide a complete listing of all fees, costs and expenses to be charged may result in the disqualification of the professional service provider submitting the proposal.

SECTION 6: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The Department of Administration reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Vendor Qualification	20 Points
Staff Experience	15 Points
Proposed Work plan	30 Points
References	5 Points
Total Possible Technical Points	70 Points
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
Total Possible Points	100 Points

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal. The technical review committee will then make a recommendation based upon the highest overall scoring proposal for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

SECTION 7: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at david.francis@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP # 7549632** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to

this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked “**RFP 7549632 Cost Allocation and Analysis Services**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. One completed and signed three-page R.I.V.I.P generated bidder certification cover sheet (included in the original copy only) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. One completed and signed W-9 (included in the original copy only) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices) . As appropriate, resumes of key staff that will provide services covered by this request.
4. **A separate, signed and sealed Cost Proposal** reflecting the fixed cost proposal required to complete all of the requirements of this project.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

Appendix A: Cost Form

The Bid Summary Form shall reflect a summary of the cost that the Bidder expects to charge. It will also include the estimated cost to the Department of Administration for any additional software maintenance costs. (These costs, though not part of the Bidder's Fixed Cost, shall be used in the evaluation of the proposed response). It shall also include costs for any options listed in this RFP.

Detailed Fixed Price Breakdown (Base period July 1, 2015 through June 30, 2018)

All costs are to be based upon the specification stated in the RFP.

Deliverable Number 1:

Facilities Management:

Category	Cost
FY 2016 Rate Development	
FY 2017 Rate Development	
FY 2018 Rate Development	
FY 2019 Rate Development – Option Year 1	
FY 2020 Rate Development – Option Year 2	
Billing System	
Annual Licensing Fee (3 End Users)	
Annual Licensing Fees (10-25 View only)	
Annual Licensing Fees in excess of 25 users	
Software Maintenance	
Total	

Deliverable Number 2:

Human Resources:

Category	Cost
FY 2016 Rate Development	
FY 2017 Rate Development	
FY 2018 Rate Development	
FY 2019 Rate Development – Option Year 1	
FY 2020 Rate Development – Option Year 2	
Billing System	
Annual Licensing Fee (3 End Users)	
Annual Licensing Fees (5-15 View only)	
Annual Licensing Fees in excess of 15 users	
Software Maintenance	
Total	

Deliverable Number 3:

Division of Information Technology:

Category	Cost
FY 2016 Rate Development	
FY 2017 Rate Development	
FY 2018 Rate Development	
FY 2019 Rate Development – Option Year 1	
FY 2020 Rate Development – Option Year 2	
Billing System	
Annual Licensing Fee (3 End Users)	

Annual Licensing Fees (25-50 View only)
 Annual Licensing Fees in excess of 50 users
 Software Maintenance

Total

Deliverable Number 4:

Telecommunications and Mail Services:

Category	Cost
FY 2016 Rate Development	
FY 2017 Rate Development	
FY 2018 Rate Development	
FY 2019 Rate Development – Option Year 1	
FY 2020 Rate Development – Option Year 2	
Billing System	
Annual Licensing Fee (3 End Users)	
Annual Licensing Fees (25-50 View only)	
Annual Licensing Fees in excess of 50 users	
Software Maintenance	
Total	

Total

Total Cost Deliverables 1-4: